



Department of Veterans Affairs

REPORT OF MAIL SUBJECT TO SAMPLING

NAME AND LOCATION OF PREPARING OFFICE

REPORTS CONTROL SYMBOL
70-0409

REPORT FOR PERIOD ENDING

STATION NO.

TYPE OF ACTIVITY COVERED (Check only one. A separate report is required for each activity at a facility.)

- ☐ 1. VACO ☐ 3. VHA ☐ 5. A&MM ☐ 7. OTHER
☐ 2. VBA ☐ 4. NCS ☐ 6. CANTEEN SERVICE

DOCUMENTATION OF EQUIVALENT POSTAGE FOR OFFICIAL MAIL SUBJECT TO SAMPLE

TYPE AND SIZE/WEIGHT		PIECES	RATE (Insert current rate)	COST
FIRST CLASS MAIL				
1. 1 OZ. OR LESS, UP TO 6.125" X 11.5"			\$	\$
2. OVER 1 OZ. NOT OVER 2 OZ. UP TO 6.125" X 11.5"				
3. 1 OZ. OR LESS, MORE THAN 6.125" X 11.5" X .25"				
4. OVER 2 OZ. AND NOT OVER 5 OZ., UP TO 11" X 13"				
5. MORE THAN 11" X 13", OVER 5 OZ AND NOT OVER 12 OZ.				
6. POST CARDS				
7. SUB-TOTAL, LINES 1-6				\$
PRIORITY MAIL (First class mail over 12 oz. must be endorsed "Priority".)		NOTE: Enter actual number of pieces and cost per rate charts.		
8. ENVELOPES, OVER 12 OZ. TO 2 LBS.				
PACKAGES	9. OVER 2 LBS. TO 5 LBS.			
	10. OVER 5 LBS. TO 20 LBS.			
	11. OVER 20 LBS. TO 35 LBS.			
	12. OVER 35 LBS. TO 50 LBS.			
	13. OVER 50 LBS. TO 70 LBS.			
	14. SUB-TOTAL, LINES 8-13			\$
THIRD CLASS SINGLE PIECE RATE (Must be endorsed "Third Class" if less than 12 oz.)				
15. UP TO 6.125" X 11.5", 2 OZ. OR LESS				
16. MORE THAN 6.125" X 11.5" X .25", 1 OZ. OR LESS				
17. MORE THAN 6.125" X 11.5", OVER 2 OZ., NOT OVER 8 OZ.				
18. OVER 8 OZ. BUT LESS THAN 16 OZ.				
19. SUB-TOTAL, LINES 15-18				\$
FOURTH CLASS		NOTE: Enter actual number pieces and cost per rate charts. Lines 20, 21, 22, 23, 25 and 26.		
PARCEL POST MACHINABLE	20. UP TO 2 LBS.			
	21. OVER 2 LBS. TO 5 LBS.			
	22. OVER 5 LBS. TO 20 LBS.			
	23. OVER 20 LBS. TO 35 LBS.			
24. NON-MACHINABLE SURCHARGE, PARCELS 35 LBS. OR LESS				
PARCEL POST NON- MACHINABLE	25. OVER 35 LBS., NOT OVER 50 LBS.			
	26. OVER 50 LBS., NOT OVER 70 LBS.			

DOCUMENTATION OF EQUIVALENT POSTAGE FOR OFFICIAL MAIL SUBJECT TO SAMPLE--CONTINUED				
TYPE AND SIZE/WEIGHT		PIECES	RATE <i>(Insert current rate)</i>	COST
SPECIAL RATE FOURTH CLASS MUST BE ENDORSED	27. 3 LBS. OR LESS		\$	\$
	28. OVER 3 LBS. NOT OVER 14 LBS.			
	29. OVER 14 LBS., NOT OVER 27 LBS.			
	30. OVER 27 LBS., NOT OVER 40 LBS.			
	31. OVER 40 LBS., NOT OVER 70 LBS.			
BOUND PRINTED MATTER	32. 5 LBS. OR LESS			
	33. OVER 5 LBS., NOT OVER 10 LBS.			
34. SUB-TOTAL, LINES 20-33				\$
SPECIAL SERVICES - IN ADDITION TO POSTAGE				
35. REGISTERED MAIL <i>(First Class and Priority Only)</i>			\$	
36. CERTIFIED MAIL <i>(First Class and Priority Only)</i>				
37. INSURED <i>(\$50 limit, Third and Fourth Class Only)</i>				
38. RESTRICTED DELIVERY <i>(Must also be reported as Registered or Certified Mail)</i>				
39. RETURN RECEIPT REQUESTED <i>(Must also be Registered, Certified or Insured)</i>				
40. SPECIAL DELIVERY <i>(First Class and Priority)</i>				
41. SPECIAL DELIVERY <i>(All Other Classes)</i>				
42. SPECIAL HANDLING <i>(Third and Fourth Class Only)</i>				
43. SUB-TOTAL, LINES 35-42			\$	
44. GRAND TOTAL - LINES 7, 14, 19, 34 AND 43				\$
BUSINESS REPLY RECEIVED	45. LETTERS			
	46. CARDS			
	47. PACKAGES			
	48. TOTAL, LINES 45-47			
REMARKS				
SIGNATURE OF FACILITY DIRECTOR				DATE